

State of Hawai'i Traveler Information



Panda Travel

PANDA TRAVEL, INC.

1017 Kapahulu Avenue / Honolulu, Hawaii 96816

PAN TOURS HAWAII was incorporated in 1978, wholesaling tickets to various agencies throughout the state. In June of 1981, Panda Travel Hawaii, our retail outlet was created. Today, the combination of Panda Travel and Pan Tours Hawaii has grown into four retail agencies, a staff of over 85 employees, with over \$100 million in annual operating revenues and ticketing for more than one million passengers.

Along with our wholesale division, we have created a tremendous following in Hawaii. Our satisfied clientele represents a wide range: from independent travelers, special group tours, commercial and corporate accounts to include Kamehameha Schools Bishop Estate, Hawaii Government Employees Association, Local 5 (AFL-CIO), American Savings Bank, SHOPO, numerous legislative, government, school, church organizations, and many other businesses. We are pleased to welcome the State of Hawaii "on board" as our newest corporate account. We are very active in community organizations in the form of sponsorships, scholarships and other community related events. We have direct access to over a million hotel properties, car rental agencies, and more than 600 airlines from our three computer systems (*SABRE*, *SYSTEM ONE*, and *APOLLO*).

Through our extensive access to travel information, we are able to utilize the most efficient, cost effective and current travel information available, thus, fulfilling all expectations of the business traveler of today. Panda Travel also prides itself on providing professional service with a personal touch. Our marketing representatives, corporate/commercial and group divisions are there for you. No company is too small or too large to receive personalized attention from any of our qualified agents and representatives. We will customize a program, specifically designated to meet all your travel needs, with the belief that quality people produce quality service.

PROCEDURES FOR STATE TRAVEL RESERVATIONS

1. To receive travel quotes, please call Lannice Chang, Belinda Isidro or Jennifer Faux of PANDA TRAVEL. Please have the following information ready for the agents: 1) Departure and return dates and times, 2) Departure and destination cities, 3) Any stopovers requested, 4) Mileage program numbers.

Phones	Fax
* 738-3838	* 738-3391
* (888) 726-3288	* 732-2878
toll free from neighbor islands	* 738-3375

2. Upon receipt of signed Travel Approval Form (TAF), PANDA TRAVEL will make reservations and fax the itinerary to traveler. **Program ID number is required** on TAF.
3. **All fares are subject to change until original Purchase Order is received by PANDA TRAVEL.** Traveler must sign itinerary to indicate itinerary is correct and that they understand and accept all rules and restrictions. Traveler must fax signed itinerary back to travel agent the same day in order to finalize the reservation. The related purchase order must be received by PANDA TRAVEL by noon the next Monday to guarantee the airfare quoted.
4. If traveler requests reservations on an airline other than the airline with the lowest fare, traveler must pay the difference in fares by cash or check. No credit cards will be accepted.
5. Tickets will be sent by Certified Mail to traveler. If travel is to occur within 7 days of receipt of Purchase Order, tickets will be delivered.
6. If changes are allowed or required after ticket issuance, call PANDA TRAVEL at 738-3838. If travel has commenced, call the airline, car rental or hotel directly.
7. If the airline ticket is refundable, and a refund is desired, refund will be processed and sent back to the department. Please send all documents with reason for refund to:

Wendy Lopes-Maratita
PANDA TRAVEL
1017 Kapahulu Avenue
Honolulu, HI 96816
(808) 738-3501

Questions may be directed to Linelle Wandasan in Customer Service at 735-4062.



PANDA TRAVEL, INC.

Panda Building / 1017 Kapahulu Avenue, Honolulu, Hawaii 96816
Telephone (808) 734-1961 / Fax (808) 732-4136

STATE OF HAWAII OPTIONAL CONFIDENTIAL PROFILE

Name: _____ Title: _____
Department: _____ Program ID # _____
Department Address: _____
City: _____ State: _____ Zip Code: _____
Billing Address: _____
City: _____ State: _____ Zip Code: _____
Business Phone: _____ Ext: _____ Fax Nbr: _____
Home Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Spouse's Name: _____
Emergency Contact: _____

INTERNATIONAL TRAVEL

Passport Number: _____ Expiration Date: _____
Citizenship: _____
Allergies / Medical Restrictions: _____
Current Visa Record: _____

TRAVEL PREFERENCES

Seating Preference: Aisle _____ Window _____ Smoking _____ Non-Smoking _____
Aircraft Preferences: _____
Special Menu Required: Diabetic _____ Kosher _____ Vegetarian _____ Other _____
Mileage Nbr: AA _____ HA _____ UA _____ OTHER _____
CO _____ DL _____ NW _____

PREFERRED HOTELS

HOTEL NAME	CARD NAME
1. _____	_____
2. _____	_____

Credit Card # _____ Exp. Date _____
Name on Card _____
Type of Accommodations: _____

CAR RENTAL / AIRPORT TRANSFER PREFERENCES

1. _____ 2. _____
Type of Car _____ Driver License No. _____
Avis Wizard Class _____ Budget: _____
Hertz #1 Club: _____ National: _____
Other: _____



PANDA TRAVEL INC.

1017 KAPAHULU AVENUE • 2ND FLOOR HONOLULU, HAWAII 96816
TELEX 4952145 PANT UI
PHONE: (808) 734-1961
FAX: (808) 732-4136

SALES PERSON: 10
CUSTOMER NBR: 010079

ITINERARY

SRWOGP

DATE: 08 OCT 96
PAGE: 01

TO: STATE OF HAWAII DEPARTMENT OF HEALTH
1250 PUNCHBOWL STREET
HONOLULU, HI 96813

PLEASE CHECK IN AT AIRLINES COUNTER
2 HRS. PRIOR TO INTERNATIONAL DEPARTURE
AND 1 HR. AND 15 MIN. PRIOR TO
DOMESTIC DEPARTURES.

FOR: PUBLIC/JOHN Q

20 OCT 96 - SUNDAY				
AIR UNITED AIRLINES	FLT:44	ECONOMY	DINNER	
LV HONOLULU		415P	EQP: BOEING 747 100	
21 OCT 96 - MONDAY				
AR CHICAGO OHARE		501A	NON-STOP	
SEAT 23A				
29 OCT 96 - TUESDAY				
AIR UNITED AIRLINES	FLT:43	ECONOMY	LUNCH	
LV CHICAGO OHARE		1000A	EQP: BOEING 747 100	
AR HONOLULU		235P	NON-STOP	
SEAT 14A				

TICKET IS NONREFUNDABLE.
A MINIMUM 50.00 FEE APPLIES TO ANY ITINERARY CHANGE.
CHANGES ARE SUBJECT TO ADDITIONAL CHARGES DUE TO
DIFFERENCE IN FARE.

PLEASE RECONFIRM ALL FLIGHTS 72 HOURS BEFORE DEPARTURE.
THE FAA REQUIRES A GOVERNMENT ISSUED PHOTO I.D. BE
PRESENTED AT AIRPORT CHECK-IN.

THIS ITINERARY AND FARE QUOTED ARE SUBJECT TO CHANGE PENDING
RECEIPT OF STATE PURCHASE ORDER BY PANDA TRAVEL.
I CONFIRM THIS ITINERARY IS CORRECT AND THAT I HAVE BEEN ADVISED
ABOUT THE AIRFARE RESTRICTIONS.

SIGNATURE.....DATE.....

PURCHASE ORDER NUMBER - P1234567
TOTAL DUE FOR AIRFARE ONLY - 650.00

Have a Pleasant Trip and Thank You... We Appreciate Your Business